

## TOOL ROOM SERIES

| <u>Code No.</u> | <u>Class Title</u>         | <u>Occ.<br/>Area</u> | <u>Work<br/>Area</u> | <u>Prob.<br/>Period</u> | <u>Effective<br/>Date</u> |
|-----------------|----------------------------|----------------------|----------------------|-------------------------|---------------------------|
| 0575            | Tool Room Attendant        | 05                   | 075                  | 6 mo.                   | 09/30/87                  |
| 0576            | Senior Tool Room Attendant | 05                   | 075                  | 6 mo.                   | 09/30/87                  |
| 0577(3620)      | Tool Room Supervisor       | 05                   | 075                  | 6 mo.                   | 09/30/87                  |

### *Promotional Line: 23*

#### Series Narrative

Employees in this series perform duties involving the storage, issuance, receipt, maintenance, replacement, and custody of tools and equipment in a tool room.

#### DESCRIPTIONS OF LEVELS OF WORK

##### Level I: Tool Room Attendant 0575

Employees at this level are responsible for the custody, receipt, issuance, and maintenance of tools and equipment assigned to a tool room. They work under direct supervision from a designated supervisor.

A Tool Room Attendant typically –

1. stores, issues, receives, maintains, and accounts for assigned tools and equipment in the tool room
2. inspects assigned tools and equipment and removes from service those found defective or unsafe
3. dresses tool bits, sharpens cutting tools, and removes burred heads of hammers, chisels, and other tools
4. maintains inventory and other records as directed
5. prepares requisitions and work orders as directed
6. instructs users, when necessary, in the proper care, servicing, and safety precautions involved in the use of tools and equipment as required
7. maintains a clean and orderly tool room
8. performs other related duties as assigned

##### Level II: Senior Tool Room Attendant 0576

Employees at this level perform duties necessary for the custody, repair, receipt, issuance, and maintenance of tools and equipment assigned to a large tool room. They work under direct supervision from a designated supervisor.

A Senior Tool Room Attendant typically –

1. stores, issues, receives, maintains, and accounts for assigned tools and equipment in the tool rooms
2. inspects assigned tools and equipment and removes from service those found defective or unsafe
3. troubleshoots, services, overhauls, and repairs assigned tools and equipment as directed
4. maintains inventory and other records as directed
5. prepares requisitions and work orders as directed
6. instructs users, when necessary, in the proper care, servicing, and safety precautions involved in the use of tools and equipment as required
7. maintains a clean and orderly tool room
8. performs other related duties as assigned

**Level III: Tool Room Supervisor**

**0577(3629)**

Employees at this level direct the operation of a large tool room and participate in the more difficult or responsible tool room activities. They work under general supervision from a designated supervisor.

A Tool Room Supervisor typically –

1. directs and performs the storage, issuance, receipt, maintenance, replacement, and custody of assigned tools and equipment in a large tool room
2. evaluates work load and determines priorities within the tool room
3. trains and directs the activities of subordinate workers assigned to the tool room
4. coordinates tool room matters with other sections and with designated supervisors as required
5. maintains or supervises the maintenance of tool room records as required
6. evaluates usage history and recommends inventory levels for tools, equipment, and repair parts
7. inspects, troubleshoots, overhauls, and repairs assigned tools and equipment as required
8. provides technical advice on assigned tools and equipment to others as required
9. maintains a clean and orderly tool room
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Tool Room Attendant****0575**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. mechanical ability
2. ability to maintain records

**Level II: Senior Tool Room Attendant****0576**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of experience repairing hand and power tools

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to maintain records

**Level III: Tool Room Supervisor****0577(3620)**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of experience repairing hand and power tools

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability
2. ability to maintain records

|                                 |        |
|---------------------------------|--------|
| Tool Room Attendant.....        | Edited |
| Senior Tool Room Attendant..... | Edited |
| Tool Room Supervisor .....      | Edited |